



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

RETENTION SCHEDULE

Date agreed by GDPR Committee: 10th May 2018

Date to be reviewed: May 2019

1. Purpose

Under the Freedom of Information Act 2000, we are required to maintain a retention schedule listing the records which we create in the course of our business. The retention schedule details the length of time which the records need to be retained.

The retention schedule refers to all information, regardless of the media in which they are stored.

2. Benefits of a Retention Schedule

a) Managing records against the retention schedule ensures we are compliant with data protection laws and the Freedom of Information Act 2000. By following the retention schedule we can ensure that we are not found guilty of unauthorized tampering with files once a freedom of information request of a data subject access request has been made.

b) Employees can be confident about destroying information at the appropriate time.

c) Information that is subject to freedom of information and subject access requests will be available when required.

d) The Trust will not maintain and store information unnecessarily, a crucial element of the new data protection legislation.

e) The schedule is compliant with the funding agreement and articles of association.

3. How documents will be destroyed

Electronic documents will be permanently deleted. Hard copies will be shredded, in most cases this will be through a confidential shredding service.

5. RETENTION PERIODS

1. GOVERNORS

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
1.1	Principal Minutes	No	6 years	
1.2	Inspection copies of minutes	No	3 years	
1.3	Agendas	No	Date of meeting only	
1.4	Reports	No	6 years	
1.5	Annual Parents' meeting papers	No	6 years	
1.6	Trusts and Endowments	No	Retain while operationally required	
1.7	Action Plans	No	3 years	
1.8	Policy Documents	No	Expiry of Policy	
1.9	Complaints files	Yes	6 years (unless relating to harm of a child, see child protection schedule)	
1.10	Annual reports required by the DfE	No	10 years	Education (Governors Annual Reports) (England) (Amendment) Regulations 2002, SI 2002 No 1171

2. SENIOR LEADERSHIP TEAM

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
2.1	Minutes of SLT Meetings	Yes	6 years	
2.2	SLT Reports	Yes	6 years	
2.3	Records created by the SLT	Yes	6 years	
2.4	Professional Developments Plans	Yes	6 years	
2.5	School Development Plans	No	6 years	
2.6	Schools Policies and procedures	No	6 years from date policy is superseded	
2.7	Complaints	Yes	6 years (unless relating to harm of a child, see child protection retention schedule)	
2.8	Self Evaluation Forms	Yes	6 years	

3. PUPILS

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
3.1	Admissions data where the admission is successful	Yes	For the duration the pupil is in school, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the	

			child is 25 years old)	
3.2	Admissions data where the admission is unsuccessful	Yes	1 year	
3.3	Attendance Registers	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	Departmental advice for maintained schools, academies, independent schools and local authorities October 2014.
3.4	Late Register and parents signature	Yes	Current plus 1 year	
3.5	Authorised absence	Yes	Current plus 2 years	Education Act 1996 section 7
3.6	Pupils file	Yes	Current plus 1 year	
3.7	Free School Meal Register	Yes	Current year plus 6 years	
3.8	Dinner Register	Yes	Current year plus 3 years	
3.9	Any other information created in the course of contact with pupils	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.10	Parental permission slips for school trips – where there has been no major incident	Yes	Conclusion of the trip	
3.11	Parental permission slip for school trips where there has been a major incident	Yes	30 years	Limitations Act 1980

3.12	Records created to obtain approval to run an education visit outside the classroom	No	14 years	3 part supplement to the Health and Safety of pupils on Educational visits (HASPEV) 1998
3.13	Curriculum information	No	6 years	
3.14	Timetables	No	6 years	
3.15	Pupils groups timetables and planning where details of the pupil are included	Yes	Current plus 1 year	
3.16	Class records	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.17	Class Books	Yes	Current plus 1 year	
3.18	Pupils work	Only where pupils have included information about their family or themselves	Current plus 1 year	
3.19	SATS Records	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.20	EHCPNA – Education Health Care Plan Needs Assessment	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the	

			child is 25 years old)	
3.21	EHCP – Education Health Care Plan	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.22	SEND documentation	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.23	Early Years Foundation Analysis	Yes	For the duration the pupil is in school, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.24	Key Stage 1 Data Analysis	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
3.25	Key Stage 2 Data Analysis	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to	

			secondary school to keep until the child is 25 years old)	
3.26	Ofsted Reports	No	Replace former report with any new inspection report	
3.27	Details of medicinal products administered to any child on the premises	Yes	For the duration the pupil at school	
3.28	Contact details of parents	Yes	Replaced regularly with updated information. For the duration the pupil at school	
3.29	Daily record of children in nursery provision and names of staff in attendance	Yes	Current year plus 2 years	Day care and child minding (National Standards) (England) Regulation s 2003

4. EMPLOYEES

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
4.1	Overtime sheets, sick pay and expense forms	Yes	Current year plus 6 years	
4.2	SSP Records	Yes	Current year plus 3 years	Financial Regulations
4.3	SSP Variations	Yes	Current year plus 2 years	Financial Regulations
4.4	Personal file (including pre-employment checks, appraisal records, salary changes, proof of ID, training/qualifications, union documents, termination details and maternity pay records)	Yes	For the duration of employment plus 6 years (plus details on the Single Central Record for the duration of employment plus 6 months)	Statutory Maternity Pay (General) Regs 1986 (SI1986/1960) revised 1999 (SI 1999/567)

4.5	Absence returns	Yes	3 years	
4.6	Training records relating to Health and Safety	Yes	Current year plus 50 years	
4.7	Individual details relating to an accident at work	Yes	12 years	
4.8	Unsuccessful applications and interview notes	Yes	1 year	
4.9	Single Central Records	Yes	See Legal	
4.10	Disciplinary/Capability/ Grievance/sickness records (in a secure section of the personal file)	Yes	For the duration of employment plus 6 years	

4.11	Records held under Retirement Benefits Schemes	Yes	6 years	Information Powers Regulations 1995
4.12	Pension records	Yes	For the duration of employment plus 13 years	
4.13	Payroll – BACS amendments and output and monthly listings	Yes	Current year plus 3 years	Financial Regulations
4.14	Payroll – Building Society tabulations	Yes	Current plus 3 years	Financial Regulations
4.15	Payroll – copy of payslips	Yes	Current year plus 6 years	Financial Regulations
4.16	Payroll – Inland Revenue documentation	Yes	Current year plus 6 years	Financial Regulations
4.17	Payroll documents – NI	Yes	Current year plus 3 years	Financial regulations

5. HEALTH AND SAFETY

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
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5.1	Accessibility Plans	No	Current year plus 6 years	Equality Act 2010
5.2	Accident Reporting – adults	Yes	Date of incident plus 7 years	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitations Act 1980
5.3	Accident Reporting – Child	Yes	Date of incident plus 25 years	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitations Act 1980
5.4	COSHH	No	Current year plus 40 years	Control of Substances Hazardous to Health Regs 2002. SI 2002 No 2677 Reg 11. Records kept under the 1994 and 1999 Regs to be kept as though the 2002 Regs had not been made
5.5	Incident Reports	Yes	Current year plus 20 years	
5.6	Policy Statements	No	Date of expiry plus 6 years	
5.7	Risk Assessments	No	Date assessment superseded plus 6 years	
5.8	Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	No	40 years	
5.9	Process of monitoring of areas where employees and persons are likely to have come in contact	No	50 years	

	with radiation			
5.10	Fire precaution logs	No	Current year plus 6 years	
5.11	Procedures to be followed where a child is lost or not collected	No	Procedure superseded plus 7 years	

6. ADMINISTRATIVE

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
6.1	Employers Liability Certificate	No	Closure of the Trust plus 40 years	Equality Act 2010
6.2	Insurance Policy documentation	No	7 years after the policy has expired	
6.3	Insurance Renewal documentation	No	5 years after renewal	
6.4	Claims made against insurance policies – damage to property	Yes	3 years after the case has concluded	
6.5	Claims made against insurance policies – personal injury	Yes	6 years after the case has concluded	
6.6	Inventories of equipment and furniture	No	Current year plus 6 years	
6.7	Premises files relating to maintenance	No	Cessation of the use of the building plus 7 years	
6.8	Risk Assessments	No	Current year plus 3 years	
6.9	Approved suppliers lists	No	Current year plus 10 years	Financial Regulations
6.10	School brochures/prospectus	No (unless containing pictures of children)	Current year plus 3 years	
6.11	Circulars/Newsletters to staff/parents/pupils	No	Current year plus 1 year	
6.12	Signing in books/electronic system records for visitors and staff	Yes	2 years	

6.13	Matters of theft of fraud for non-staff i.e. parents/governors /other visitors	Yes	6 years after action/investigation is completed	
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7. FINANCE

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
7.1	Final version of the annual budget	No	Current year plus 6 years	Financial Regulations
7.2	Budget reports, monitoring	No	Current year plus 3 years	
7.2	Loans and Grants	No	Date of last payment for loans plus 12 years	Financial Regulations
7.3	Successful quotations	No	Current year plus 6 years	Financial Regulations
7.4	Tender documents	No	2 years	
7.5	Service Level Agreements	No	Until superseded	
7.6	Capital works tabulation	No	Current year plus 1 year	
7.7	Works orders	No	Current year plus 6 years	Financial Regulations
7.8	Copy orders and delivery notes	No	Current year plus 2 years	
7.9	VAT accounts/claims	No	Current year plus 5 years	Financial Regulations
7.10	Investment Records	No	Current year plus 1 year	
7.11	Invoices, receipts and other records covered by the Financial Regulations	No	Current plus 6 years	Financial Regulations
7.12	Cash Books/Records	No	Current year plus 6 years	Financial Regulations
7.13	Cash income data, banking data,	No	Current plus 6 years	
7.14	Cash summary data,	No	Current plus 6	Financial

	cash receipts		years	Regulations
7.15	Correspondence re unpaid accounts	No	Current plus 5 years	
7.16	Correspondence re income	No	Current plus 2 years	
7.17	Credit Notes	No	Current plus 5 years	
7.18	Debtors Records	No	Current plus 6 years	Limitations Act 1980
7.19	Cheque Books	No	Current plus 3 years (cancelled cheques 2 years)	Financial Regulations
7.20	Applications for free school meals	Yes	Whilst the child remains at school	
7.21	Free school meals register	Yes	Current plus 6 years	Financial Regulations

8. PROPERTY

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
8.1	Title Deeds	No	Permanently	
8.2	Plans	No	Permanently	
8.3	Maintenance and Contractors	No	Current year plus 6 years	Financial Regulations
8.4	Leases	No	Expiry of lease plus 6 years	
8.5	Lettings	No	Life of letting plus 6 years	
8.6	Burglary, theft and vandalism reports	No	Current year plus 6 years	
8.7	Maintenance records	No	Last entry plus 10 years	
8.8	Contractors reports	No	Current year plus 6 years	

9. PARENT SUPPORT ASSISTANTS

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
9.1	Reports for outside agencies	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old)	
9.2	Referral Forms	Yes	Where the referral is current	

9.3	Contact data sheets and records	Yes	Where the contact is current	
9.4	Intervention Logs/records	Yes	For the duration the pupil is in file, file then passed to secondary school (where the pupil leaves school however does not move to secondary school to keep until the child is 25 years old). If siblings still in school retain until the youngest moved to secondary and then as above.	

10. CHILD PROTECTION

REFERENCE	DATA DESCRIPTION	COVERED BY DATA PROTECTION LEGISLATION	RETENTION PERIOD	STATUTORY PROVISION
10.1	Child Protection Files	Yes	Retained on the pupils file and sent under separate cover to new school where the child is under 18. If the child is removed from roll the file should be sent to the LA	Education Act 2002 S175 Safeguarding Children in Education 2016
10.2	Allegations of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Until the employee's normal retirement age or 10 years from the date of the allegation whichever is the longer.	Education Act 2002 Keeping Children Safe in Education 2016

